C O P Y R I G H T

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Catalogue

OF THE

PORTLAND BUSINESS COLLEGE



PORTLAND

OREGON

ESTABLISHED

1866

A. P. Armstrong

PRINCIPAL

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ANNUAL CATALOGUE

OF THE

Portland Business College

A. P. ARMSTRONG, LL. B., PRINCIPAL

Park and Washington Streets

Portland, Oregon



A·P·ARMSTRONG LL.B Principal



This catalogue contains full particulars about our several courses of study, with rates of tuition for each. Those to whom it may be sent are requested to read the same carefully. They will then understand something about the advantages we offer to young men and women who desire to fit themselves for business careers. Our school has met public expectations for more than a third of a century, and is known throughout the Pacific Northwest as first class in all respects. Many of our students are now conducting enterprises of their own. Hundreds of others are employed as book keepers and stenographers. Quality is our motto, thorough work our doctrine. With better facilities than ever before, we seek the patronage of all without the slightest doubt of our ability to satisfy the most exacting.

THE BUSINESS COURSE

includes the following

Spelling	Bookkeeping
Grammar	Banking
Writing	Business Forms
Arithmetic	Business Practice
Correspondence	Corporation Acc.
Commercial Law	Office Work

RATES OF TUITION

Tuition may be paid in full in advance, or in installments. The rates are as follows:

WHEN PAID IN ADVANCE

Three months	$40.00
Six months	60.00
Nine months	75.00

WHEN PAID IN INSTALLMENTS

First, 2d and 3d month, each .	$15.00
Fourth, 5th and 6th month, each	10.00
Each month thereafter . .	6.00

A reduction of one-third is made on the foregoing rates to a student who desires to take the business course after completing the shorthand course, but not in connection with it.

Books and Stationery for the business course cost from $8.00 to $12.00. About half this is required at first.

THE COMBINED COURSE

includes the following

Spelling	Business Practice
Grammar	Corporation Acc.
Writing	Office Work
Arithmetic	Shorthand
Correspondence	Typewriting
Commercial Law	Letter Copying
Bookkeeping	Manifolding
Banking	Mimeographing
Business Forms	Legal Forms

RATES OF TUITION

Tuition may be paid in full in advance, or in installments. The rates are as follows:

WHEN PAID IN ADVANCE

Six months	$ 70.00
Nine months	85.00
Twelve months	100.00

WHEN PAID IN INSTALLMENTS

First, 2d and 3d month, each .	$15.00
Fourth, 5th and 6th month, each	10.00
Each month thereafter . .	6.00

Books and Stationery for the combined course cost from $10.00 to $15.00. About half this is required at first.

THE SHORTHAND COURSE

includes the following

Spelling	Letter Copying
Grammar	Manifolding
Writing	Mimeographing
Correspondence	Legal Forms
Shorthand	Business Forms
Typewriting	Court Papers

RATES OF TUITION

Tuition may be paid in full in advance, or in installments. The rates are as follows:

WHEN PAID IN ADVANCE

Three months	$40.00
Six months	60.00
Nine months	75.00

WHEN PAID IN INSTALLMENTS

First, 2d and 3d month, each .	$15.00
Fourth, 5th and 6th month, each	10.00
Each month thereafter . . .	6.00

A reduction of one-third is made on the foregoing rates to a student who desires to take the shorthand course after completing the business course, but not in connection with it.

Books and Stationery for the shorthand course cost from $3.00 to $6.00. About half this is required at first.

PENMANSHIP COURSE

includes the following

Plain and Ornamental Writing	Flourishing Lettering
Card Writing	Designing
Blackboard Writing	Engrossing
	Sketching
	Drawing

RATES OF TUITION

One month	$15.00
Three months	30.00
Six months	50.00

A reduction of one-third is made on the above rates to students of the business, the shorthand, and the English departments who take penmanship as taught in this special course.

A student who will follow directions strictly cannot fail to become a skilled writer. Many of the best penmen in the Northwest are graduates from our school.

Supplies in full for the special penmanship course cost $6.00 to $10.00.

A letter of application for a position, written in a superior hand, will always receive thoughtful if not favorable consideration. It pays to write well.

THE ENGLISH COURSE

includes the following

Reading	Writing
Spelling	Correspondence
Grammar	Geography
Arithmetic	History

RATES OF TUITION

One month	$10.00
Three months	25.00
Six months	40.00

TYPEWRITING ONLY

One month	$10.00
Two months	15.00
Three months	20.00

Daily instruction in typewriting, with the use of a machine for practice, is included in the shorthand and the combined course.

PLAIN WRITING ONLY

One month	$ 7.00
Two months	12.00
Three months	15.00

Daily instruction in plain writing, given by our special teacher of penmanship, is included our special teacher, is included in the business, the shorthand and the English course.

A reduction of one-third the combined rate for the two branches is made to a student who takes both typewriting and plain writing.

BEST TIME TO BEGIN

The best time to enter our school is whenever it is most convenient, whether in the first, the middle or the last of any month in the year. There is never a week in which we do not admit one or more students. The number sometimes reaches 30 or 40, in the fall and winter. We do not have term beginnings or term endings, and the several courses of study are the same at all times, hence there is no particular season that is better than any other in which to enter.

Definitely stated, the best time to begin a course with us is whenever it is possible to do so; and a great sacrifice of other interests should be made, if necessary, to secure an education that will prove highly beneficial for a lifetime. If an opportunity for attending the school presents itself at any time, it should be improved at once; a second chance may never occur. No one should defer, for any length of time whatever, obtaining such an education as hundreds of our graduates now use as a means of earning splendid salaries. The result of such a delay is apt to be final disappointment. The school days of the average person are few, and soon pass.

BEGIN NOW; THIS IS THE BEST TIME

POSITIONS FOR STUDENTS

There are now literally *thousands* of our former students in good positions; as clerks, stenographers, bookkeepers, managers, etc. Calls at the college for such help are numerous, and apparently increase all the time. This affords frequent opportunity to send students to positions. In making selections for such places, qualifications govern *absolutely*—assuming that the habits of the student are correct. This is fair to all, and is a course our students approve.

For a long time past, the problem which has confronted us has been *students for positions,* rather than positions for students. Young men and women who have an aptitude for business, or will acquire it—and this is possible with any one—may feel certain of obtaining employment whenever they are thoroughly competent. While there is always an over-supply of persons who can do *tolerably* well, there will never be a surplus of those prepared to render *first-class service* in an office. This implies a plain and easy style of penmanship, accuracy in arithmetic, correct spelling, ability to compose business letters, familiarity with commercial paper, an understanding of bookkeeping, etc. If to the foregoing are added a knowledge of shorthand, and reasonable skill in the use of a typewriter, there is no possible doubt about the success of such a person. Young people are themselves masters of the position question. All who will qualify to do superior work may rest assured of continuous and profitable employment.

WHAT WE PROMISE

The only promise the Portland Business College can see its way clear to make, with regard to the time required to complete any branch or course taught in the institution, is that each student will be allowed to advance as rapidly as the different steps can be thoroughly mastered, regardless of the progress of any one else. The one and *only* condition imposed is that all work must be done *thoroughly.* Our methods are modern and up-to-date, our teachers capable and experienced, our facilities the very best. For these reasons, a *willing* student can make both rapid and permanent advancement in any and all branches taken. What more can any reasonable person ask? What more will any *responsible* school promise?



The business course includes spelling, grammar, writing, arithmetic, correspondence, commercial law, bookkeeping, banking, business forms, business practice, corporation accounts, office work, etc. The course embraces three divisions: introductory, practical, and business practice.

INTRODUCTORY DEPARTMENT

On beginning the business course, a student is assigned to the introductory department. The time required to complete the work of the same varies from six to ten weeks, depending on the preparation before entering, and the aptitude and application of the student. The branches pursued are selected from those constituting the business course, as enumerated above. The instruction is such as to cause the student to feel, at all times, the importance of *absolute mastery* of each study undertaken.

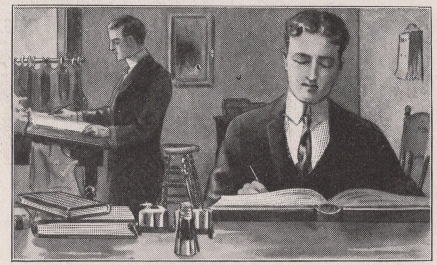
Penmanship—A neat and rapid handwriting is essen-

tial to the success of a person who aspires to an office position of any kind. However thoroughly other subjects may be understood, such knowledge will be of little value in obtaining employment in the commercial world without skill in the use of the pen. Hundreds of calls are made at the college each year for copyists, entry clerks, bookkeepers, etc. Those who apply invariably want persons who write well, and will not consider an application from any other. In view of its importance, each student in the business department receives daily instruction in writing, from our special teacher of penmanship; a master of all that pertains to this highly important subject.

Arithmetic — The demands of business require accuracy and speed in arithmetic. Realizing this fully, we place stress on this branch accordingly. The subjects to which we give special attention are short methods of adding and multiplying, analysis, common and decimal fractions, compound numbers, percentage, commission and brokerage, account sales, profit and loss, interest, partial payments, discounts, stock investments, insurance, taxes, duties, exchange, averaging accounts, partnership settlements, etc. Our instruction is such that all students acquire skill in arithmetic. Rapid calculations and *usable* "short cuts" are taught—"trick work" is studiously avoid, as having no possible *practical* value.

Bookkeeping — Each student completes from four to six sets of double entry books, and from two to four in single entry, in our introductory department. No text is used, hence a student cannot become a mere copyist, if he would; he must *think*. The work is carried out, in graded steps, precisely as it would be done in an office.

MODEL SET OF BOOKS



The first step taken, after the principles of bookkeeping have been fully explained by the teacher, and thoughtfully studied by the student, is to write up a model set of books, prepared for the express purpose of illustrating the correct arrangement of entries of different kinds. Each new feature encountered is explained, in order that the student may advance understandingly. There is no blind copying, no wild guessing, in any part of

our course—the *reason* for every step taken is always clearly pointed out and made plain to the student.

Following the completion of the model set, a few illustrative transactions, in printed form, worded correctly but not arranged as they should be in books of account, are placed before the student. Using the model in his own books for comparison, the student writes up these transactions. This is done under the supervision of a teacher, who sees that it is correct in all respects. As already intimated, the importance of ascertaining *the reason* for all he does is kept prominent in the mind of the student, who becomes a *thinker* at the same time he is acquiring a knowledge of bookkeeping.

PRACTICAL TEST SET

A second step in advance is now taken by the student, in writing up a "Practical Test Set." This consists in an orderly arrangement of commercial and other papers, giving rise to and resulting from a variety of illustrative transactions in business. In writing up this set, the student handles the commercial and business papers mentioned precisely as he would if at work in a regular office. He receives and pays cash, issues checks, notes, drafts, receipts, etc., makes out invoices and statements, classifies and files these papers, writes up the books and performs such other duties as devolve on a bookkeeper in an establishment where *order* and *method* are essentials of success.

ADDITIONAL WORK

A routine similar to that here outlined is continued in bookkeeping, with new material for each succeeding step, until the student is both capable and confident. Complicated transactions are disposed of by comparison with previous entries made by the student, in which the same principles are involved. Reasoning in this way from the known to the unknown, the student necessarily becomes independent and self-reliant. The work and drills in this department are sufficient to acquaint the student with the leading features of the science and the art of bookkeeping, and prepare him for complete mastery of our entire course in the same.



Incidental Branches—During the time devoted to bookkeeping in the introductory department, the student gives due attention to correspondence, commercial law, and all common school branches that may be in review.

THE PRACTICAL DEPARTMENT

The work of the practical department is similar to that of the introductory. In fact, it is a continuation of



the same, in modified form, with such added features as the student is able to comprehend and dispose of properly.

Daily Instruction in Writing is continued. At this point in the course nearly all students write fairly well; those of special aptitude being good penmen.

The Study of Arithmetic is also vigorously prosecuted; each page in the text is mastered — the next step being the solution of problems arising in transactions entered into in business practice.

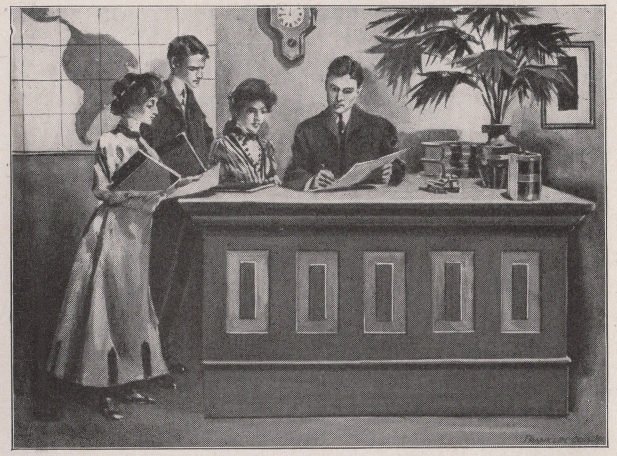
Bookkeeping is Carried Forward materially, with special reference to different styles of work, as determined by varying conditions, results to be shown, etc. This branch is always studied both as a science and an art, in order that the student may be well versed in the principles of the same, as well as in their application.

Correspondence, Commercial Law, and the common school studies taken are continued from day to day. *Quality* in everything is kept in mind, and each student is encouraged to put forth his best efforts to excel in

every branch pursued, whether the task be simple or complicated. Operating in this way, *thorough work* becomes a fixed habit with the student.

On properly completing the work of the introductory and the practical departments, a student of our school is better prepared for an office position than one is who completely masters the best text on bookkeeping ever published. This is because our methods are practical, and students learn to keep books, and write out and handle commercial and other papers, *exactly* as such work is done in business. This is not possible with a mere text-book course in bookkeeping, however extensive it may be.

BUSINESS PRACTICE DEPARTMENT



In business practice, each student assumes the responsibility of conducting affairs on his own account, and undertakes to discharge the duties which devolve on a person under such conditions. On beginning this work, sufficient capital is supplied with which to conduct operations. This consists of college currency, which passes as money between those in business practice. The student commences as a retail merchant, opens a set of books, orders a stock of goods, and arranges for an account with the bank. Frequent deposits are made in the bank, subject to check, by which means a practical knowledge is acquired concerning the use of checks, certificates, drafts, notes, and other commercial paper. Business is conducted precisely as it is by any regular merchant.

$110.00 College Rooms Dec 6, 1905

Four months after date, without grace,

we promise to pay to Almont E Benson or order

the sum of One hundred ten and 00/100 ~~~~~ Dollars,

in Business Practice Currency, with interest at the rate of six per centum

per annum from date until paid.

Martin & Loomis

The Many Advantages of business practice, as carried on in our school, are too numerous to set forth in detail. A feature of special importance is the opportunity it affords for work in a variety of styles of advanced bookkeeping, as changes in method are made from time to time. The transactions between students vary from the simplest to the most complicated. Each is recorded by all students involved in the same. Since all records must correspond throughout, so far as results are concerned, the detection of any mistake that may be made is certain. In this way, each student is made individually responsible for the correctness of his books, the same as he would in an office.



A WEEKLY BUSINESS STATEMENT

is prepared by each student, on Friday afternoon, and submitted to the teacher. A full record of the work of the department is thus placed before him, at regular intervals. This enables him to outline and direct operations in such a manner as he may think best for each particular student. Knowing in advance that the weekly business statement mentioned must prove, in all respects, the student naturally does his best, and exercises constant care to avoid mistakes. Advancing in this way, a willing student cannot fail to become a competent accountant.

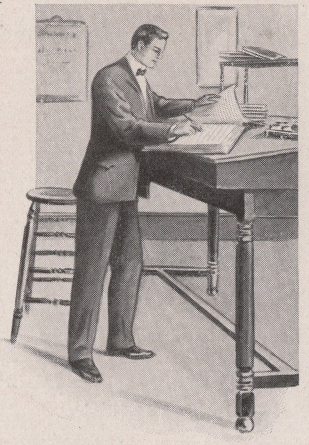
BY DIFFERENT METHODS

As already intimated, students in business practice keep books by a number of different methods. The purpose of this drill in a variety of methods, and in frequently closing and re-opening books, rendering statements, etc., is to qualify each student for office work of any kind.

Expansion in Business—If disposed to continue business practice, after completing work as here outlined, the student may form a co-partnership with one or more equally advanced, and carry on business on the extended scale made possible by increased capital. He may engage in a general shipping, commission and wholesale business; buy and sell on joint account, and operate in other ways according to his own judgment, or as suggested by the

teacher. This work requires the receiving and rendering of account sales, settlement with correspondents by remittances through the bank, or in other suitable ways. In this way, the subjects of premium and discount, as practiced in business, are brought out clearly. In proper time, an account of stock is taken, the partnership dissolved, and the books finally closed.

After completing the work in business practice, which varies in extent with different individuals, according to their respective needs, the student settles all accounts in full, closes out business, and deposits all funds in the college bank, taking a receipt therefor. The next step is to occupy a place in one of the offices of the department, or the bank. In these positions, the student is in the service of the institution, and is required to do everything entrusted to him with the same degree of regularity, accuracy and dispatch as he would if at work in a business concern in the world at large. He is held accountable for all funds, commercial and business papers, and property of every kind passing through his hands. The purpose of this is to cause a student to feel, to some extent, the responsibility he will assume in undertaking similar duties in business life. The work is *developing* in its nature, and its value to a student cannot be over-estimated.



WHOLESALE MERCHANDISING

An important factor in business practice is the wholesale merchandising department. This occupies an office set aside for it exclusively. It is in charge of an advanced student and one or more assistants who are constantly busy in buying and selling, making out bills, invoices, etc., and writing up the books. Students are supplied with representative stocks of goods from the wholesale department, at such prices and rates of discount as fluctuations in business determine. This necessitates the keeping of an account by the wholesale department with each student in business practice. It will thus be seen that the work must be extensive, and that ability to do the same is proof of much skill in bookkeeping.

A JOBBING HOUSE

is run in connection with the wholesale merchandising department, as an incidental feature of the same, which operates like similar institutions in the commercial world. Students are usually eager to test their skill as accountants by taking charge of the office work of the wholesale merchandising department, or of the jobbing house. In keeping these books correctly, they demonstrate their ability to meet the requirements of a responsible position in actual business life, and discharge its duties properly.

GENERAL AGENCY COMPANY

The purpose of the general agency company is to familiarize students with the affairs of an incorporated concern. A distinct and complete office is provided for this company, together with a regular set of principal and auxiliary books, including certificates of stock, etc. It collects assessments from stockholders, until full payment of subscription has been made, pays dividends out of the net earnings, and operates otherwise as incorporated companies usually do in the business world at large.

One important item of work the company undertakes is settling up the affairs of students who may desire to leave school temporarily, and whose books and accounts are placed in charge of the agency. General collections

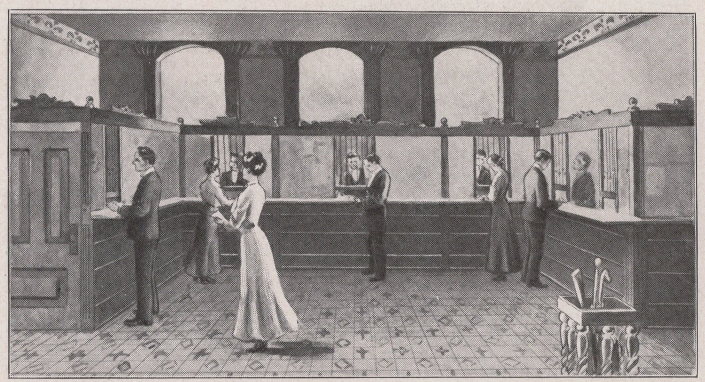


are also made — of rents, taxes, insurance, notes, acceptances, doubtful claims, etc. This work is complicated, and involves keeping books with absolute accuracy, as well as the display of considerable executive ability in order to conduct the affairs of the company. Students who can handle the business and records of the general agency are more than mere bookkeepers. They are accountants, in the largest sense of the word, well qualified to render first-class service as such.

THE COLLEGE BANK

A course in banking comprises a part of the work in business practice. The bank is a regularly organized

institution, with a paid up capital of $100,000.00, in college currency, besides a surplus fund of as much more. This provides ample funds out of which to make loans to students in business practice. This is done, on good and sufficient security, and other accommodations granted to patrons of the bank, the same as in business. Deposits are received, subject to check; demand and interest bearing certificates are issued; collections are made, notes and



acceptances discounted, etc. In fact, the usual routine of business undertaken by an average bank is carried out.

By means of these operations, students gain a knowledge of many commercial and business forms and papers that could not be had in any other way. An accurate and exact understanding of methods of transacting business with and through a bank is likewise acquired by each.

The Equipment of the Bank gives it a business like air, and inspires students who are in charge to put forth their best efforts to excel. A special office is set aside for it. The enlarged knowledge that an observant and thoughtful student gains by coming in daily contact with the bank, whether at work in the same or in the business practice department only, is alone worth the cost of our scholarship. This is a part of our regular business course, however, and is given to all who wish to take up the study of banking, without extra cost.

EXPLANATORY COMMENT

Notwithstanding the apparent completeness of the foregoing outline of the operations of a student in our business course, it falls short of conveying an accurate idea of what we are really prepared to do. The Portland Business College is not a school of fads. It insists that

those who learn anything worth knowing must work for such knowledge. No pretense is made to impart an education, by some mysterious sleight of hand, to an unwilling student. Earnest and faithful application is necessary to the success of anyone who may join us. The explanations made here, however, are sufficient to enable any business man to appreciate the value of such a course of instruction as we give. No other plan will insure that degree of skill and confidence which will enable young men and women to succeed as accountants. In verification of the worth of its methods, the Portland Business College has the proud satisfaction of pointing to hundreds of bright young people of the Pacific Northwest whom it has educated for successful careers, and who are conspicuous in their respective communities on account of their thorough business attainments.

QUALITY FIRST

This sentiment is carefully and continuously interwoven into every feature of our work. The business papers involved in bookkeeping were all prepared in accordance with the idea of *quality first.* They are many in number, and comprise commercial paper, invoices, statements, etc., used in business houses, banking concerns, and like institutions. All such matter placed before our students for their guidance is first-class in style and make-up, as well as in the businesslike writing employed in filling the same. In this impressive manner, *how well* rather than *how much* is kept uppermost in the minds of our students at all times.

IT MEANS SOMETHING

A course in the Portland Business College *means something.* One who completes the regular business course becomes accurate in figures, a good penman, a capable letter writer, a competent bookkeeper. One who completes the regular shorthand course becomes a good penman, a capable letter writer, a skilled typewriter operator, a competent stenographer.

Persons interested in the work we undertake, either directly or incidentally, are invited to visit our school and see for themselves what we do. With a rare exception, a visit by one who may be considering a business or a shorthand course means a student for us in due time.

NEARLY HALF A CENTURY

The Portland Business College has been in successful operation since 1866. It now has hundreds of former students in business for themselves, and at work for others, in Portland and throughout the Pacific Northwest. With a greater number of applications for bookkeepers and stenographers than can be met, and as perfect an organization and equipment as that of any other business college in America, it offers special advantages to young and middle-aged men and women who desire to fit themselves for successful business careers. It is an ideal school, located in the commercial center of a large and growing section, and is known at home and abroad as a first-class institution in all respects.

OPEN ALL THE YEAR

The Portland Business College does not close in summer. It continues in session all the year. Students may enter whenever most convenient to themselves, and pursue their studies uninterruptedly. Those who wish to take a vacation are excused for that purpose, and all time thus lost may be made up afterwards. Many persons, engaged in general educational work, as students or teachers, improve vacation time by attending our school in summer.

WHAT COURSE TO TAKE

When the matter of what course to take is referred to the school to decide, the following recommendations are usually made:

1. In the case of either a young man or a young woman, take the *combined* course if possible.

2. If the combined course cannot be taken, a young man is advised to take the business course, unless there is a special reason why the shorthand course would be better;

3. If the combined course cannot be taken, a young woman is advised to take the shorthand course, unless there is a special reason why the business course would be better.

Both young men and young women who can do bookkeeping—and this implies good penmanship, accuracy in arithmetic, etc.—and also shorthand and typewriting, are certain to secure positions within a reasonable time—usually as soon as they are ready for work.

College Rooms, Dec 10, 1905

M. S. Plummer

Bought of **COOK & OWENS**

Hay, Grain, Fruits and Vegetables

18 Tons Grain Hay	12.50	$225	
460 Bushels Oats	.38	174 80	
175 " Barley	.54	94 50	$494 30
—— Cr ——			
Cash		194 30	
Note 30 days		200	394 30
Balance			$100 00

NOTA BENE

In other words, take notice—of what, you may ask. Of the fact that we receive hundreds of calls each year—in person, by telephone, by letter—for young men and women qualified to do office work. That is not all; the rest is that we have not been able, for a long time past, to meet all such calls. The fact that we say *no* to an applicant for help, unless we have some one that we are positive will meet requirements, doubtless has much to do with the increasing demand on us for bookkeepers, stenographers, etc. This is where *reputation* means something; where *quality counts;* where *thorough work* is rewarded.

Thus much for young men and women who contemplate taking a business or a shorthand course, and who are willing to *master* the same *absolutely.* We can say nothing to encourage those who will feel satisfied with a mere smattering of the various branches comprising either the one course mentioned, or the other. There is already an over-supply of persons *fairly* competent; but there will never be too many of those *unquestionably proficient.* In this, as in other lines of human endeavor, there is always room at the top.

FAVORABLY KNOWN EVERYWHERE

The Portland Business College is known, both at home and abroad, as a high-grade school. While the attendance is larger from Portland than from any other place, or all combined, the Pacific Northwest in general is constantly represented by industrious and wide-awake young men and women. Our register contains the names, at all times, of students from different sections of California, Oregon, Washington, Idaho, and British Columbia. In addition, an occasional student, who contemplates locating in Oregon, comes to us from a distant state, wisely reasoning that valuable knowledge of local customs and conditions may be gained while in school.

On account of the high standing of our school, among educators, business, and professional men, and the public in general, it seems that hundreds of young people, in various portions of the Pacific Northwest, each year turn almost intuitively to the Portland Business College for a business or a shorthand course. These practical and profitable endorsements of the institution tend to encourage the management to greater efforts to excel, in order that the full expectations of each and every student shall

be fully met. *Reputation* brings us more business than all the advertising we do, hence it is our determination to maintain for the institution a name that shall continue to stand for *quality* and *thorough work.*

RAPID CALCULATIONS

We teach rapid calculations, and have regular drills in such work. At the same time, we place stress on *accuracy* as of first importance. Short cuts in figures that are based on a thorough knowledge of the principles of arithmetic (and there are many of them) are valuable—these we teach. Short cuts that depend on memory alone (and such "tricks" in figures are numerous) are not worth the time it takes to learn them—these we avoid.

A bookkeeper adds, multiplies, and figures discounts many times each day. He reckons interest at frequent intervals, and often calculates duties, averages accounts, etc. These subjects (and others similar) our students learn, and learn *thoroughly.* Rational short methods are applied whenever practical—in *all* operations in arithmetic. *Quality first,* then quantity, is our motto generally. *Accuracy first,* then speed, is our doctrine in arithmetic.

THE SMALL SCHOOL

However excellent a small school may be, it cannot offer as many advantages as a large school of the same kind. In a small school the work is usually done by a few teachers (sometimes one only), each of whom instructs in a number of different branches. In a large school several teachers are employed, and the work is so divided that each becomes a specialist. A person who desires to accomplish much in school work will fare best in the hands of the most capable teachers. These are unquestionably the specialists, and not those who operate along general lines. Young people who decide to attend a business college should choose a large school, known to do thorough work in everything it undertakes.

Setting forth, in order, the advantages of such an institution, they may be briefly stated as follows:

THE LARGE SCHOOL

First—The number of students in attendance makes it necessary to employ different teachers for each particular subject. The result is that each one becomes a specialist, and is able to do better work than can reasonably be ex-

pected of those who operate along general lines.

Second—A large attendance produces a sufficient revenue to enable a school to secure the services of the most capable teachers for each of its several departments.

Third—Because of the indirect benefit resulting to them, the best teachers naturally prefer to identify themselves with a large and influential school.

Fourth—A large attendance stimulates a pleasing rivalry among students, which is helpful to them all.

Fifth—In order to obtain the best results, a considerable number of students is required to carry on the work of a business practice department; an important feature of a course in bookkeeping.

Sixth—The mere fact that a school *is* large proves its high standing, and goes far toward establishing the fact of its superiority.

Seventh—A large school exerts greater influence than a small one, and is much more widely known, hence is better able to promote the interests of its students after they leave it, as well as during their attendance.

Eighth—A large school affords opportunity to form many friendships and acquaintances which will continue through life, and which are highly advantageous.

ROOM AT THE TOP

If a person were to advertise for a man to work at common labor, he would receive from five hundred to five thousand applications, depending on the size of the city in which the paper is published. Were he to specify that the desired help must be able to read ordinarily well, and write a plain hand, the number of applications would be reduced at least one-half. If a superior penman were called for, well skilled in figures, and competent to keep a simple set of books, no more than one-fourth the number would respond; and were it stipulated that he must be a capable bookkeeper, as well as competent to do shorthand and typewriting work, the number would be at least decimated. The harder and less intellectual the task, the greater the number of persons to do it. No observant person will deny this fact; and the lesson it *should* convey is unmistakable, namely: Young people who would succeed must get *beyond* this vast army of competition. They must use their heads, as well as their hands. And now to the point: In view of the undisputed reign of *King Business,* a course in a first-class commercial school affords the shortest road to the desired goal.

VERTICAL WRITING

We do *not* teach vertical writing to those who are preparing themselves for office work. That would be as much out of place as to teach the angular, hair-line, heavy-shade, long-loop, spread-eagle style that was in vogue 25 years ago. The old-time Spencerian has no place in office work of the present day, neither has the vertical. Why is this so? Simply because business men will not have either—and they are masters of the situation. Dozens if not hundreds of business men have requested us not to teach vertical writing to their sons or daughters, and it has not been asked for in a single instance.

We teach a plain, *roundish* hand, written on a slant about half way between the Spencerian and the vertical. The loops are rather short, small letters full. The style is easily acquired, may be written rapidly, and is as plain as print. Besides this, it *pleases* business men.

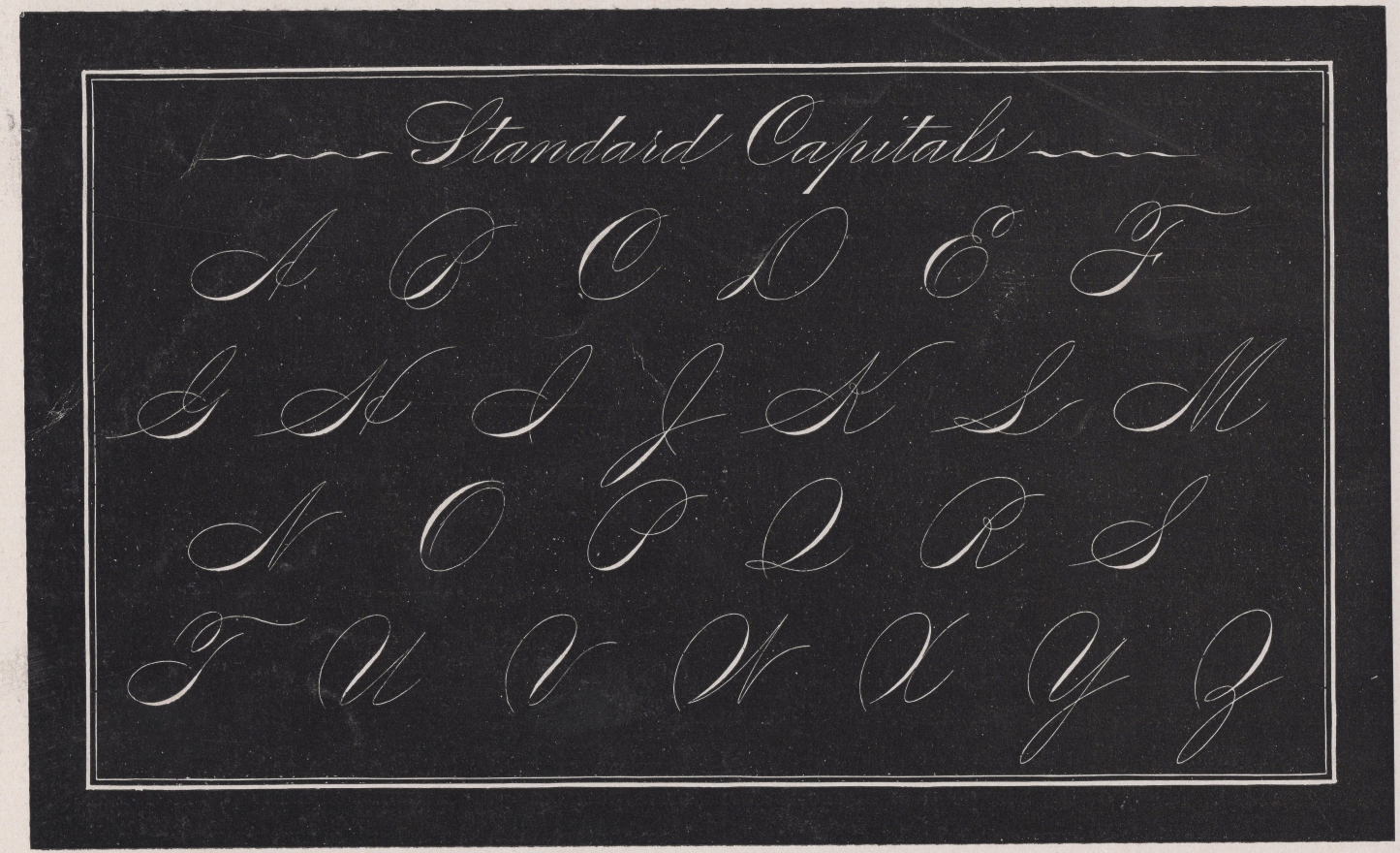
All our students become good writers, with a rare exception. Drills and lessons occur daily, in addition to which each student is given such individual assistance as may be needed. Many of the best penmen of the Pacific Northwest are graduates from our school.

VISIT OUR SCHOOL

Our school is always open to visitors. The methods of instruction employed are practical, and intensely interesting. For this reason, persons engaged in teaching may spend several hours in our different school-rooms, in profitable observation. The individual and class work are so blended and carried on as cannot fail to prove instructive to a teacher.

Persons who contemplate taking up any course or special branch that we teach should not fail to visit our school, and make personal investigation into its workings. Our large rooms, perfect equipment, and general facilities can be noted then, as well.

The college office is entirely separate from all school-rooms, hence those who hesitate to call through a dislike to being ushered into a room where students are at study or recitation need not remain away on that account. We take pleasure in showing those who desire to examine into the workings of our school through its several departments. Persons who call to make general inquiries, or inspect our collection of penmanship, are not brought into contact with the school proper in any way.


Standard Capitals
A B C D E F
G H I J K L M
N O P Q R S
T U V W X Y Z

BOTH OLD AND NEW

The Portland Business College is both an old and a new school. It is old, since it was established in 1866; new, for the reason that its several courses of study are revised and brought down to date in August of each year. The institution has never sought to "catch up" with the times; it adopts the better plan of keeping up.

Ours is not a school of fads; neither is it a "short" course nor a "cheap" tuition concern. It believes in the best to be had, and places such before the students in each of its several departments. Through strict adherence to quality and thorough work, hundreds of young men and women have been educated for successful careers.

Office devices of different kinds — duplicators, check protectors, filing cases, safes, etc.—are provided, to enable students to become familiar with their practical use. These are utilized in strengthening the thorough knowledge of the work of stenographers and accountants which has been acquired with us previously.

Our school has been under its present management for the past 24 years. During all this time, the requirements of the business community have been carefully studied. The result is that we know what students must learn in order to render satisfactory service, and instruct them accordingly. The principal teaches each student personally, at different points in the course.

The applications made at the college for help are almost continuous, and each year afford openings for hundreds of young men and women. Because of this fact, the school feels justified in encouraging industrious workers to attend, in the belief that positions will be found for all who become thoroughly competent.

ADVERTISEMENT WRITING

Advertising in some form should be made a part of every business venture. If it is not, one of the most certain means of success is neglected. Judicious advertising has established business ventures outright, times without number; and it sustains enterprises of various kinds today in hundreds of instances. The money paid out annually for advertising runs into many thousands of dollars. Publishers are anxious to make this outlay profitable to their patrons, because it results in more business for themselves. Advertisers may always reckon on receiving the best service a publication can give them. This will prove of little value, however, to one who does not know how to use space at his disposal.

WE TEACH IT

Instruction is given our students, without extra charge, in preparing various kinds of matter for advertising different lines of business. It is based on an experience in such work extending over a period of a quarter of a century, and cannot fail to prepare an industrious worker to write effective, business-bringing announcements. Subjects to which attention is given include the following: use of small words, importance of short sentences, avoidance of negative statements, directions to publishers, follow-up systems, wood engravings, zinc etchings, half-tone cuts, value of illustrations, etc., with instruction in capitalization, punctuation, and paragraphing. The ability to write advertisements increases the earning capacity of any person. For this reason, the subject should be studied by all who have an opportunity.

THE LOCAL SCHOOL

Any community properly assumes a friendly attitude toward a local concern of a worthy character. Relying on this sentiment for support, an enterprise is often inaugurated for which there is no real need, but which a community is asked to patronize on the ground that it is a home institution. This is the same thing, in a modified form, as an offer to conduct a certain business in a given locality on condition that an agreed sum be subscribed, or so much patronage guaranteed for a specified time. Generally speaking, an enterprise that is not self-sustaining is not worth inaugurating or supporting on

public contributions. In most industrial matters this view seems to be generally accepted, hence ventures undertaken largely as experiments, on popular subscriptions or guaranteed patronage, are growing less each year.

At the present time, a business college, to operate on a small scale, is a venture that different communities are asked to support, in return for the benefit resulting to the town in which it is located. Whether the response for help be meager or generous, the school is generally started; the promoter, as a rule, having everything to gain and nothing to lose. Not one of these small schools in a hundred offers advantages equal to those of a large institution of the same kind, in a city. A person who desires to take a business or a shorthand course should attend a large and perfectly equipped school in a city, in preference to a small one in a country town.

REPORTS TO PARENTS

When a youth enters the Portland Business College, there at once springs up a sort of temporary partnership between the school and the parents of such person, concerning his or her educational welfare. Both work earnestly for the advancement of such youth, and are intensely interested in the successful outcome of the venture. In view of this, and in order that both may co-operate understandingly, reports from the school are mailed to such parents as desire them, at intervals of two weeks. In the case of younger students, it is usually taken for granted that reports are at least acceptable to parents, and they are sent accordingly. With those older, and who join us of their own accord, reports are mailed to parents when this is requested, but not otherwise.

FROM HOME AND ABROAD

Our register contains the names of students from different sections of Oregon, Washington, Idaho, British Columbia, and Northern California. In addition, an occasional student comes to us from a distant state, with the thought of locating on the Pacific coast; wisely reasoning that valuable knowledge of local customs and conditions may be gained while acquiring a practical education. A substantial endorsement of the institution is the fact that the attendance is larger from the city of Portland than from all other places combined.

IN THE SUMMER TIME

our school is well patronized by those who wish to devote all or a considerable part of a long vacation to study. Our rooms are large, airy and well ventilated, and work may be carried on without discomfort.

BOYS AND GIRLS

from the public schools frequently come to us to review certain branches in vacation time. We admit students for this purpose, for specified hours or for the entire day, as may be desired.

YOUNG MEN AND WOMEN

who are not otherwise occupied, and who appreciate the value of time, often attend our school during the summer. School is in session all the year. Students may enter at such times as may be most convenient for them.

WHAT TO EXPECT

What promise do we make to our students and patrons? We make several. One is thoughtful attention to the special needs of each particular student; we do not teach all alike. A certain student may have trouble in learning to write—to such we give special attention to penmanship; another may find arithmetic very difficult—to him we make that branch clear; and so on with each student and study.

Again, we constantly strive to make the student *businesslike;* regular and punctual in attendance, correct in deportment, courteous in manner, faithful in application, methodical in work—*orderly, studious, earnest, conscientious.* If students will put forth their best efforts in their own interests, and if parents will do everything possible in their power to the same end, we promise success to every person who may join us. Unassisted by the student, if not by parents as well, we can accomplish nothing whatever for any one.

Individual and private instruction, according to the needs of each particular student, is a prominent feature of our work. No one is required to enter any class against his wishes. Most students attend class recitations of their own accord, for the benefit resulting from general discussions and explanations.



Our course in stenography includes shorthand, typewriting, penmanship, correspondence, manifolding, mimeographing, business and legal forms, court papers, letter copying, office work, etc. In addition, each student is entitled to the use of a writing machine two hours daily, without extra cost. Spelling, grammar, and other common school studies, are included for any who desire them.

ADVANTAGES OF SHORTHAND

It is not necessary to dwell at length on the worth of a thorough knowledge of shorthand and typewriting. The demand for stenographic help is so great, and has been for years, that any doubt that may have existed concerning the money-earning value of skill in shorthand has entirely disappeared. Complete mastery of a comprehensive course in shorthand and typewriting means certain employment at any time a place is wanted. The calls — in person, by telephone, and by letter — made at the Portland Business College for stenographers run into

the hundreds in the course of a year. The reputation of the school for thorough work, and of preparing young men and women to render first-class service, doubtless has much to do with this.

Shorthand should be learned by every young man and woman who can spare the time and money necessary to take a course. Even though such knowledge may not be put to immediate use, it may prove of priceless value in after years. Contrary to a general impression, a person who thoroughly masters shorthand will not soon forget it, even though daily practice is neglected. One who does not use shorthand regularly will write more slowly than otherwise, but knowledge of the principles is retained permanently. Speed may be re-established at any time by earnest practice for a few days.

EASY TO COMPREHEND

Shorthand is easy to understand, when taught as it is at the Portland Business College. It is no more difficult to master than arithmetcic, grammar, or any similar branch. As laid down in a "short" course book, however, and as presented by an incapable or inexperienced teacher, it is puzzling in the extreme.

ONE CAUSE OF FAILURE

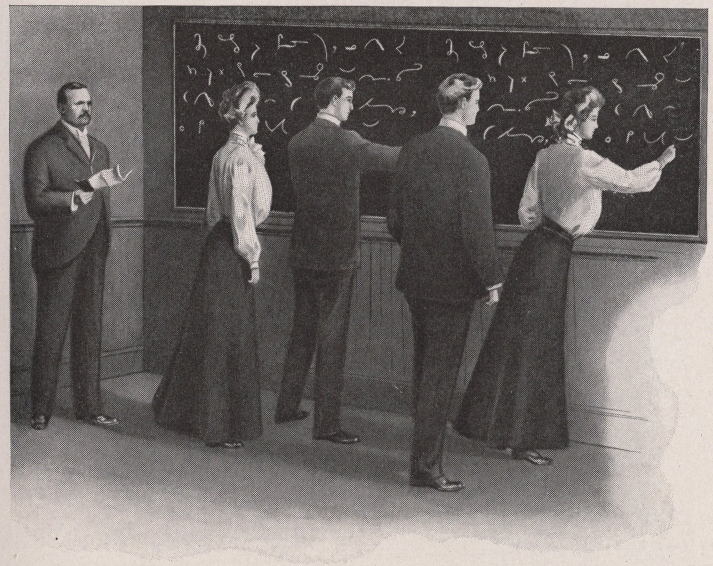
The study of some "new" system is one of the leading causes of failure. Notwithstanding this fact, young people will often enter seriously on the study of an untried, fly-by-night, "greased lightning" system, with the vain hope of acquiring a usable knowledge of shorthand writing in a few weeks. If these same individuals had chosen the Benn Pitman system, and devoted themselves to it with earnestness and determination, in a regularly established school, practically all of them would have become efficient stenographers in a reasonable time.

WE TEACH PITMAN

Pitman shorthand is recognized as the standard of the English-speaking world; and long after all light-line, no-position, non-vocalized "systems" have been entirely forgotten, Pitman will still be in the lead. Feeling that our students are entitled to the best, we teach Pitman, and shall continue to do so until something better can be found to take its place.

The Portland Business College receives a letter, at least once in three months, from the publisher of prac-

tically each "new" system taught, urging the adoption of its book as a text. Any number that may be needed for introduction are offered at little or no cost to the school, and assurances given that a liberal commission will be



paid on sales to students. Deliberately choosing from all systems of shorthand now before the public, *Pitman* has been selected as the best for any and all purposes.

INDIVIDUAL AND CLASS WORK

Our methods of teaching include both individual and class work, according to the needs of different students. We teach shorthand by a *reasoning* process, and *not* as a matter of *memory* only. Each new feature encountered is fully explained, and the underlying principle brought out prominently. Operating on this plan, the ultimate proficiency of any willing student is certain. There is no excuse for a single failure in shorthand.

PRACTICE IN WRITING

As an essential part of each lesson, students practice writing from matter dictated by the teacher, who carefully inspects and corrects the work as it progresses, and answers the numerous questions which are sure to be asked by members of a wide-awake, enthusiastic class. Step by step each willing worker advances, until competent to discharge the duties of any ordinary position.

In addition to the school-room work, each student has the privilege of assisting with the college correspondence, when sufficiently advanced. In this way, an opportunity is afforded to gain valuable experience in practical short-

hand writing, and thus become well qualified to meet the expectations of an employer. The success of hundreds of young people who have been sent direct from our school to good positions proves the quality of instruction given them. Our graduates are employed in all lines of work — as amanuenses, commercial stenographers, government employees, and court reporters.

THE TIME REQUIRED

No question is asked more frequently by prospective students than this: "How long will it take me to complete a course?" Important as the question is, it cannot be answered except in general terms. The leading schools of shorthand in America place the time at six to nine months; no first-class school will say less than six.

GROUNDWORK FOR DEVELOPMENT

A student who has a proper educational foundation, who possesses aptitude for shorthand, and who is tireless in application, can cover the entire groundwork of stenography, as we teach it, in three months. Those particularly apt are able to write legible notes, in that time, at a rate of speed sufficient to meet requirements in some positions. With the average student, the time in which to become thoroughly proficient varies from six to nine months.

TESTIMONY OF STENOGRAPHERS

Not one stenographer in a thousand, regardless of the system written, will say that three months is time enough for a person of average ability to become sufficiently skilled to discharge the duties of an ordinary position. It would not be an easy matter to find an efficient shorthand writer anywhere willing to testify, directly or indirectly, that the art is so insignificant that little or no time is required to master it. Young people who find it



time is required to master it. Young people who find it impossible to continue in school longer than three months sometimes obtain positions with relatives or friends who will bear with them until they can develop into practical stenographers, after leaving school. In such cases, however, it is not true that a course in shorthand was completed in three months.



OPINIONS OF EMPLOYERS

Nearly all employers of office help complain of the incompetence of a majority of those who undertake to do shorthand work; and it is no wonder that they do. Nothing is more annoying to a busy man who has dictated an important letter, than to learn, after much delay, that his time has been wasted because the stenographer cannot read the notes taken. If employers were asked how long a person should study shorthand in order to do satisfactory work from the first, some would say at least six months, some nine, others twelve.

THE SAME OLD STORY

In most of the "new" systems, a speed of 40 to 50 or 60 words per minute may be acquired in a short time; then disappointment follows. In ninety-nine cases out of a hundred days grow into weeks, and weeks into months, yet the moderate speed that was so easily reached cannot be increased. The truth of the matter may never be known to the person whose time and money have been lost; but it is a fact that the "new" system can *never* be written at a rate of speed required of a practical stenographer, even though its study and practice be continued for a life-time. There is but one remedy in such cases, namely: abandon forever the "new" system, "short" course plan, and attend a regularly organized school that teaches Pitman. A person may dislike to give up work to which some time has been devoted. There is positive gain in the end, however, in pursuing a standard system, even though a new beginning may be necessary.

FAILURES AS OBJECT LESSONS

Failures of incompetents in shorthand, and there are hundreds of them, serve a valuable purpose in one direction, namely: they increase the number of calls for thoroughly efficient stenographers, at good pay. While there is an over-supply of young people eagerly seeking employment at salaries ranging from $20.00 to $30.00 per month, it is impossible to meet the demand for those qualified to earn $50.00 to $75.00 per month, as a result of *quality* of work.



Some of the many features of our school, of special advantage to those who desire to become expert stenographers, are the following:

ADVANTAGES WE OFFER

First — Our teachers are capable and experienced, and devote all their time to one system of shorthand; and that the best known — the Benn Pitman.

Second — No student is placed in charge of any other student to be taught. It is our belief that student-teaching is against the interests of our patrons. For this reason, it will never become a part of our plans.

Third — We place great stress on the importance of accuracy and speed in typewriting, and have provided machines in sufficient numbers to afford each student ample practice, under the supervision of a skilled operator, to become thoroughly capable to handle a typewriter so as to meet the expectations of an employer.

Fourth — The value of a good, plain handwriting is considered of so much importance that daily instruction is given in this branch, without extra cost, by our special teacher of penmanship.

Fifth — This school has been established so long, has such a high standing with business and professional men, and is so widely and favorably known, that its endorsement is of great advantage to students when seeking employment in any section of the Pacific Coast.

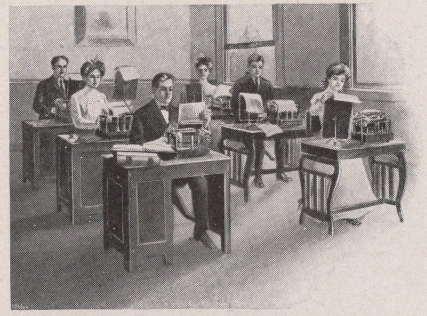
Sixth — Each student, before graduating, is required to take charge of the work of the college office, as a part of the regular course, and continue therein until thoroughly familiar with all the duties of the position. The many letters sent out from the institution are dictated to students, who transcribe them on the writing machine, copy them in a letter book, prepare them for the mail, file replies to the same, and thus make actual application of what they have learned.



Seventh — Students of stenography generally need instruction in other branches besides shorthand and typewriting. Hence, we devote considerable time to corre-

spondence and other office work, where special attention is given to revising and re-arranging the original matter taken during the dictation exercises, as well as to the proper construction of sentences, to capitalization, punctuation, paragraphing, etc.

Eighth — The number of teachers employed in our school enables us to classify the work, so that each one instructs in a few branches only. This is an age of specialties, and the Portland Business College is conducted accordingly. The needs of all students have been anticipated and amply provided for, and the expectations of any willing worker can be fully met.



TYPEWRITING DEPARTMENT

The ability to use a writing machine with accuracy and speed is a necessary qualification of a stenographer. Accordingly, all students in our shorthand department are carefully instructed in typewriting. The Portland Business College, being a progressive school, keeps strictly up-with-the-times and down-to-date in everything. Hence it is that touch typewriting was introduced several years ago. It is taught thoroughly and successfully, by a teacher whose entire time is given to this work.

THE TOUCH METHOD

As compared with sight typewriting, the touch method is altogether more speedy, and much more accurate. In touch writing, instead of watching the keys constantly, their respective locations are committed to memory. This requires but a short time, after which practice for certainty and speed are taken up. Persons who are not familiar with touch typewriting sometimes doubt its advantages. It is infinitely superior, however, to sight writing, for any and all purposes. The world's record for speed was made by an operator using this method. Many of our students are able to write, at a rapid rate, while blindfolded, line after line of new matter dictated to them, without making a single mistake. An occasional drill of this kind serves to give confidence.

No. 347 COLLEGE ROOMS Mar. 6, 1905

RECEIVED OF D. F. Williams

Twelve and 20/100 DOLLARS

On account

$12.20 M. G. Ormiston

REFERS TO COLLEGE CURRENCY ONLY

IN THE MANY BUSINESS FORMS

Used in "Armstrong's Combined Theory and Practice of Bookkeeping," the idea of Quality has been constantly emphasized. Thoroughly businesslike, neat and artistic, fitly describe all papers placed in the hands of the student. In this impressive manner, good taste is developed in each. Do not such papers as the above, when handled by a student, tend to bring out his own best efforts? Most assuredly; and this is one one of the purposes for which they are used.

PITMAN SHORTHAND

We teach Benn Pitman shorthand, from a book issued by the Phonographic Institute of Cincinnati, Ohio. It came from the press on July 1, 1904, and is strictly up-with-the-times and down-to-date. In this latest of all texts on shorthand, *words* are given in the *1st* lesson, *sentences* in the *8th, phrases* in the *15th,* and *business letters* in the *22d.* In this manner, theory and practice are combined from the first. The book consists of sixty lessons, each of which may be mastered in one day by a student who is properly qualified, by previous general education, to take up the study of shorthand.

WHY PITMAN SHORTHAND?

Because it is *best* for the amanuensis, *best* for the commercial stenographer, *best* for the verbatim reporter. Since Pitman shorthand was offered to the public, in 1854, scores of other systems have sprung up, flourished for a few months, faded gradually away, and been entirely forgotten. Pitman still lives, and grows—and will for years to come. As stated in an official report by W. T. Harris, United States Commissioner of Education, "It is more generally used than any other in this country, and may properly be called the American system."

TRIED, AND FOUND WANTING

The Portland Business College has investigated all of the "new," fly-by-night, "greased lightning" systems of shorthand now before the public, and has made thorough and exhaustive school-room tests of several of them. Not *one* has been found equal to the Benn Pitman, hence the latter will be taught in our school exclusively until something better can be found to take its place. In view of the constantly increasing use of Pitman, it is not likely that it will be supplanted for many years to come.

HOME STUDY

Parents of younger students frequently ask if we require home study. In reply, we always say that our authority over a student does not extend that far. When the health of a student will permit, we *advise* home study —that is all we can do. Parents should step in at this point, if necessary, and *require* it.

The hours passed in our school-rooms by a student

are comparatively few. If all study and all work are done here, advancement is necessarily slower than it would be otherwise. In those cases (and this is true of nearly all students) where certain lessons are prepared absolutely, and others partially, at home, much more rapid progress is made. Everything possible is done by us to induce students to apply themselves earnestly to the task of acquiring a useful, usable education. To this end, we *urge* them to devote as much time as possible to home study. If this does not suffice, parents should *compel* such work.

LETTER WRITING

Persons who expect to give satisfaction in an office position should learn to write good business letters on all ordinary topics. We teach letter writing, thoroughly and carefully. Incidentally, practical grammar is made a part of this work. Attention is given to the make-up of a letter; as regards arrangement, folding, directing envelope, enclosing the letter, sealing, affixing stamp, etc. Particular stress is placed on the correct use of words, and to punctuation and capitalizing. This subject is continued throughout both the business and the shorthand course—*earnestly, thoughtfully, impressively.* The instruction is both general and private. As a result, most of our students become capable letter writers—all *may* do so. Each letter written by a student is carefully corrected by a teacher, and returned with such suggestions and criticisms as may be thought to be most helpful. Letter writing is one of our specialties.

BOARD FOR STUDENTS

We have no boarding hall or department connected with the school, our preference being to secure places for students in well-to-do families, which an extensive acquaintance in Portland renders an easy task. Home surroundings and influences are thus exerted at all times, which we believe to be advantageous both to young men and young women. If informed, a few days in advance, of the proposed arrival of a student, we can have several boarding places selected from which a definite choice can be made after reaching the city. We take special pains in this important matter, and send students to such places as are healthful, with pleasant surroundings, and which we can recommend as being desirable in all respects.

PUBLIC SCHOOL GRADUATES

Graduates from the grammar grades of the public schools are sufficiently advanced to take either a business or a shorthand course with us. In fact, we are prepared to admit students of *all* degrees of advancement. Some come to us before completing any regular course. The one thing needful, in a student of any age or scholarship, is *an earnest desire to learn.* A number of the common school studies are included in both the business and the shorthand course. These may be taken, or not, as the needs of each particular student indicate.

QUESTION OF MONEY

Whether to study some "new" system of shorthand, that can be learned (?) in a few weeks but never written with any degree of speed or accuracy, or to choose Pitman and become a *thoroughly capable stenographer* in reasonable time, is almost entirely a question of the expectations of a student with regard to future earning ability in the commercial world.

One who places great stress on a "short" and "easy" course, which is usually "cheap" as well, who is willing to commence work without pay "to get experience," who does not expect to earn more than $30.00 per month for years, and never get beyond $40.00, will nearly always select a no-position, light-line, non-vocalized method.

On the other hand, a Pitmanic system will be chosen by nine out of ten of those who want *only the best,* expect to become first-class stenographers, are willing to begin at the bottom to prove their worth, but reckon on finally receiving $50.00 to $75.00 or $100.00 per month.

TOUCH TYPEWRITING

Yes, we teach touch typewriting. That is a progressive method, and the Portland Business College is a progressive school. What is touch typewriting? It is transcribing without keeping the eyes fixed on the keys; the location of each being committed to memory, which requires about two days—of course, the operator glances at the keyboard occasionally, like a piano player. A stenographer who has learned Pitman shorthand (which is very easily read) and touch typewriting, will transcribe at the rate of 30 to 40 or 50 words per minute, without

the slightest effort. Our students frequently make a higher rate, when practicing for speed. In fact, some of them exceed 100 words per minute.

AGE OF SPECIALTIES

The present is an age of specialties. General workers, in the sense of that expression as used fifty years ago, or even twenty-five, are no longer met with. A youth should be educated accordingly, after a reasonable general foundation has been laid. The world is full of people who are fairly proficient in several things, but who do not succeed in any. Those who accomplish most are thoroughly qualified to render *superior service* in some one line of commercial activity. There is no more certain stepping stone to great achievements than such a course as we have imparted to hundreds. The work of our graduates proves this every day. What former students have accomplished, and the success of those of the present time, should satisfy any reasonable person that a course with us pays. *Our* specialty is an education that will prepare any industrious young man or woman for rapid and substantial advancement in the commercial world.

WANTED, EVERYWHERE

Hundreds of young men and women are required each year to fill office positions of different kinds. It is literally true that such a place awaits every one who will prepare to do *first-class work*. It should be understood, however, that more is expected from help now than formerly. Not so very many years since, an employer was satisfied with an office assistant who could write a fair hand, figure correctly, and keep a set of books in a simple style—a second person was employed to do shorthand and typewriting. This is not the case at present. Those who are in greatest demand now to fill office positions are persons who can do *all-round work*—correspondence, bookkeeping, shorthand, typewriting, etc. Furthermore, greater skill is expected than ever before. All this is reasonable, however, and in keeping with the progressive age in which we live. An ambitions young man or woman will not complain on account of the change which has come about concerning these matters. On the contrary, it will be welcomed by such, since it tends to weed out incompetents. There is always room at the top, and it pays to reach that point.



STANDARD OF THE PACIFIC NORTHWEST

The branches constituting the special penmanship course are plain writing, card writing, flourishing, lettering, designing, engrossing, ornamental writing, drawing, specimen making, blackboard work, etc.

Never before in its history has the penmanship department of the Portland Business College in anywise approached its present standard of excellence, in either plain or ornamental work; and never before has there been more interest manifested by our students in solid, substantial, business writing. In consequence of this, a greater number of students acquire a high degree of skill in this useful art than at any time in the past.

This department of our school is in charge of a professional penman who devotes his entire time to its highest development. Those who are fitting themselves for office positions are taught a style that may be written with rapidity and ease, and which is as plain as print. The attention given each day to penmanship, in the business, the shorthand, and the English departments, is such as to insure to every willing student a free and easy handwriting. While admitting that some learn to write well more

readily than others, we contend that any student who has the free use of one hand and arm can acquire a good business hand. Students never fail to succeed in this line, if fortunate enough to have a teacher who instructs with that rare tact which appeals to their understanding, and who can practically and clearly illustrate, by executing perfectly all he attempts to teach.

Penwork in this Catalogue—All the penwork which appears in this catalogue, including the beautiful cover design, was photo-engraved from pen-and-ink copy. The work is shown that the public may be the better able to judge of the merits of our penmanship department. The most critical examination of the several specimens is asked, that all may be convinced of our unusual facilities for serving our patrons in this important element of a practical education.

Ornamental Penmanship—While it is true that, in commercial pursuits, nothing but plain writing is allowable, those who will properly qualify themselves can make money in the practice of ornamental penmanship. To succeed as a professional penman one must possess teaching ability, and skill of a high order in plain and ornamental writing, lettering, flourishing, designing, engrossing, etc. Our facilities for imparting knowledge of penmanship are not surpassed anywhere, and we admit students at any time for a special course in this "Queen of Arts." Any young man or woman who will devote sufficient time to penmanship to be entitled to rank as a professional, will then have no trouble in securing employment in some school at a good salary.

Orders for Penwork—There is connected with the college a department for filling orders for penwork. Resolutions, testimonials and memorials are engrossed; names and dates inserted in marriage certificates, family records and diplomas in any style of plain or ornamental lettering. Display cards for showcases and windows, and designs for newspaper and letterheads, are also furnished.

Public School Teachers—By qualifying themselves to instruct in penmanship as a specialty, public school teachers may add materially to their incomes by organizing evening writing classes, without interfering with the regular duties of the day. Besides, a letter of application for a school has more weight with a board of school directors when written in a superior hand than otherwise, as it should. Viewed from any standpoint, it will pay teachers to become good writers, as it does anyone.

REDUCED LIVING EXPENSES

Students who desire to reduce their living expenses to the lowest limit will find self-boarding an excellent plan. An unfurnished room, within walking distance of the college, can be rented for $4.00 to $6.00 per month. By bringing bedding from home, the room can be fitted up for $15.00 to $20.00, or less. Thereafter, the weekly living expenses need not exceed $2.00 to $2.50 each. Provisions of all kinds, cooked ready for immediate use, can be purchased at a grocery store. Self-boarding is particularly well adapted to clubs of two or more; and where all are studious, the mutual advantage of home study is worthy of consideration. It will afford us pleasure to obtain a suitable room for such purpose.

SCHOOL IS PROSPEROUS

Our school was never in a more prosperous condition. The attendance during the past year has been the largest in the history of the institution. Students have come to us from our home city by the score, by the hundred. Besides these, all sections of Oregon, Washington, and Idaho have been represented by active, energetic, wide-awake young men and women. California has contributed to our attendance, so has British Columbia, and a number of states at remote points.

THE CAUSE OF IT?

First-class work in everything undertaken. Our equipment is perfect, our courses of study complete, our teachers capable and experienced. It follows that we ought to satisfy our patrons, which we do absolutely. As long as this continues—and we shall see to it that this feature is a fixity—our school will prosper.

GOVERNMENT POSITIONS

The best-paying stenographic positions are the hundreds offered each year by the United States Government. A young man or woman who expects, in time, to take the Civil Service Examination leading to such a position should study *Pitman* shorthand, and master it *thoroughly*. With this as a foundation, *anything* in the line of stenographic work is possible.

The Portland Business College is continuously urged

by authors and publishers to adopt this or that "new" system of shorthand. The future of any school depends largely on the success of its students. Feeling that ours are entitled to the best of everything, both on their own and our account, Pitmanic shorthand has been steadily adhered to from the first; and *Pitman* is the system that should be taken by young people who hope, in due time, to work up to the best salaries.

INDIVIDUAL INSTRUCTION

Our teaching force is sufficiently large to look after the needs of all students, whether each is operating alone, or in one or more classes. Students from 15 to 40 years of age are in attendance at nearly all times. Of these, a number prefer private instruction for awhile; some of them all the time. This is cheerfully given, by willing and capable teachers. In this way, those whose education is limited are shielded from the curious attention that older students are apt to attract—especially if backward in their studies—where large and small, old and young, are required to recite together in classes. No one need hesitate to join us on account of a lack of previous education.

ACTUAL OFFICE WORK

"Learn to do by doing" is verified with us literally, through work done in the college office by students of our shorthand department. Call when you may, you will find several students in advanced shorthand earnestly at work on the extensive correspondence incident to a large business. This work is *real, actual, matter-of-fact.* It consists in taking dictation on a variety of subjects, from the principal of the school and from persons who call at the college to have work done, typewriting the notes thus written, copying letters, classifying and filing answers to the same, preparing business papers and statements, legal documents, etc. This office practice follows and rounds out careful drill and training which has been given the student previously in our shorthand department, and corresponds to a post-graduate course in a literary school. *Quality of work,* and *absolute accuracy,* are impressed upon our students—first, last, all the time—as *prime necessities.* Any willing student in our school cannot fail to become an efficient stenographer, able to meet the full expectations of an employer. The success of those sent to positions proves this.

General Information

Particulars Concerning Time of Commencing, Examinations, Qualifications for Entering Class and Individual Instruction, Time to Complete Course, Situations, Diplomas, Board, Etc.

Time of Commencing — In this school the year is not divided into terms, and there is no particular season that is better than another in which to begin. Students may enter at such times as are most convenient to themselves, whether in spring, summer, fall or winter. School continues in session throughout the year, without vacation.

Examinations — There are no examinations in any branch, on entering. These take place previous to promotion from one department to the next higher, and at graduation. All examinations are conducted in writing.

Qualifications for Entering — We admit students of all degrees of advancement. Those who cannot enter upon a business or a shorthand course, because of a lack of the necessary preparatory education, are assigned to the English department, where they may remain until ready to begin a regular course.

Class and Individual Instruction — There are at all times several classes in the different studies of the English department which recite daily. Besides these, there are general class exercises and lessons in penmanship, correspondence, bookkeeping, dictation, etc. In addition, each student receives individual instruction in all studies pursued at such times as it may be needed. No one is hurried through the school without understanding the work, nor is anyone prevented from advancing as rapidly as ability and application will permit.

will buy. Our blank books and stationery are of superior quality, in consequence of which we feel justified in insisting on good work from our students at all times.

Board and Room — We can obtain board for students, with room, in private families, for $18.00 to $20.00 per month, and will gladly assist those who may desire aid in securing suitable boarding places. In some instances, two students rent a sleeping room together and board at a restaurant. In this way, the cost of living can be reduced to less than the rates given above. When two or more students club together and board themselves, the weekly living expenses, all told, need not exceed $2.50 each. This plan is frequently adopted.

Mail for Students — Most students have their mail matter addressed in care of the college. All who wish to do so may have mail thus addressed, which will insure its prompt delivery.

Ages of Students — We have in attendance, at nearly all times, students from 15 years of age to 40.

Safety of Money — Students who bring money with them sufficient to meet the expenses of a course may deposit the same with the principal, if they choose, taking a receipt therefor, to be called for in such amounts as may be needed from time to time. Many students operate on this plan, because of its convenience.

Vacations — There are no vactions of any kind during the year, except on legal holidays. During the winter holiday season, school is dismissed on Christmas day and New Year's day only. Students who wish to return home during these holidays are excused for that purpose, and any length of vacation desired may be obtained, at any time, on application to the principal. All time thus lost may be made up afterwards, without additional cost.

Arriving in the City — When students from a distance arrive in the city they should leave their baggage at the depot, retaining checks therefor, and come directly to the college. We have on file at all times a list of rooms offered for rent, and the names of several families where students can obtain board and lodging. After arranging for a room, or for board and lodging, baggage can be delivered by the college janitor.

Further Information — We aim to give full particulars about everything pertaining to our school in this catalogue. No one should fail to write for additional information, however, on any point not fully understood. Address all letters to the principal.

Time for Completing a Course — It is impossible to state the exact time required for completing any of our several courses of study. The average time for the business or the shorthand course is six to nine months; for the combined course, from nine to twelve months. Students are not graduated from the English department, while to complete the special penmanship course requires from six to twelve months. Only one definite promise is made with regard to what a student may accomplish in a given time, which applies to every branch in which instruction is given, to-wit: each student has the privilege of advancing in the work undertaken as rapidly as the different steps can be thoroughly mastered, regardless of the progress of any other student.

Graduates — Our graduates are employed in most of the banks, insurance and railroad offices and business houses of Portland, and are also found in responsible positions in all other sections of the Pacific Northwest. That they retain their several positions, and earn frequent promotions, is proof of the satisfaction of their employers with the services rendered.

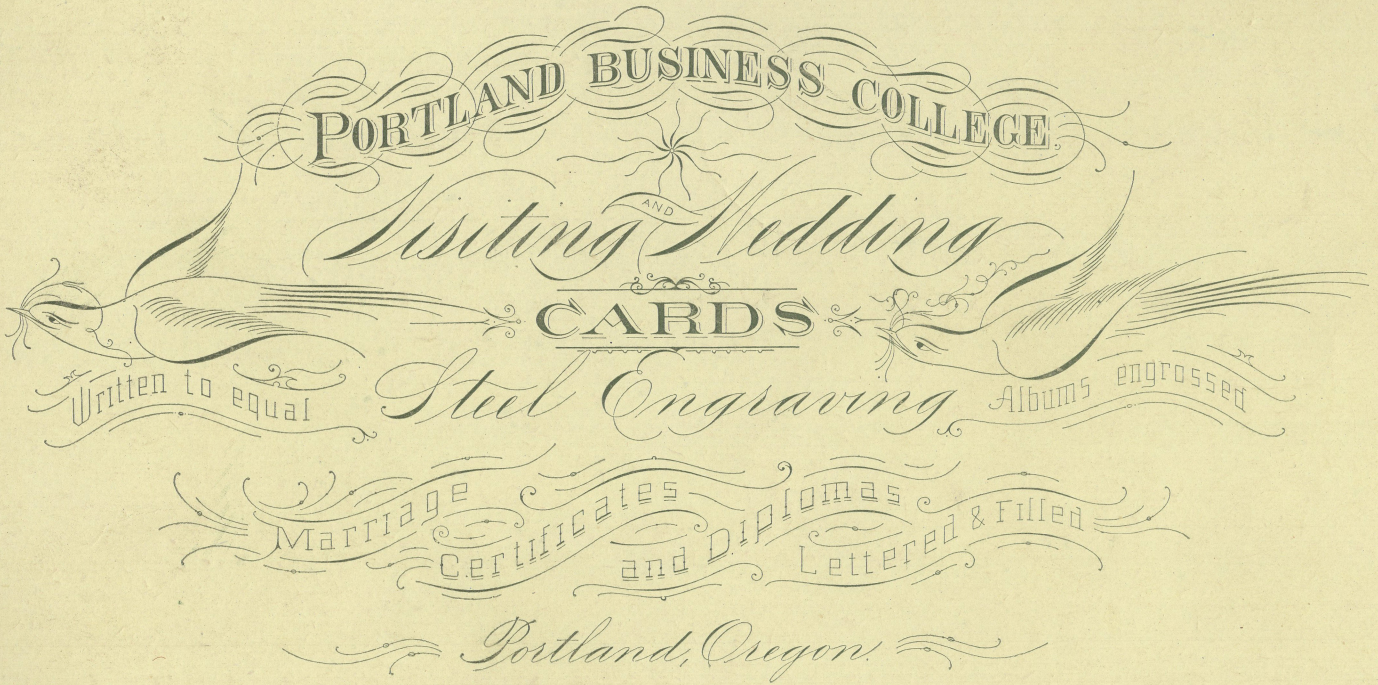
Diplomas — Each student who completes the full business, shorthand, or special penmanship course, combined, is entitled to a diploma. To be appreciated, a diploma must be fairly earned by hard work. Such testimonial from this school will not be given to anyone who is not justly entitled to it. The final examination contains a review of all branches of the course taken, and a student must be proficient in each.

Ladies' Department — Ladies pursue the same studies as gentlemen, have the same amount of office and bank practice, and are governed by the same rules and regulations regarding examinations, promotions, etc. We invite any lady who thinks of fitting herself for a position among the business men and women of our country to visit our school at any time, and examine into its merits.

Positions for Students — There is never a week that application is not made at the college office for help. Nevertheless, we do not promise positions in advance, under any circumstances. We assist all worthy students, to the extent of our ability, in obtaining employment.

Hours of Study — The hours of study are from 9 till 12, and from 1 till 4 of each day. Students may attend one or both sessions, as may be arranged on entering.

Text-Books — The text-books used in our several departments are all standard works, and the best that money


PORTLAND BUSINESS COLLEGE
Visiting AND Wedding
CARDS
Written to equal Steel Engraving Albums engrossed
Marriage Certificates and Diplomas Lettered & Filled
Portland, Oregon

